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Chief, Management Branch

25 May 1948

Chief, Budget and Finance Branch

Establishment of separate Regional Branch accounts for ORE

1. In connection with the meeting of the Committee on Suggestions which was held on Friday, 21 May 1948, you are advised that a further review has been made of the possibility and advisability of issuing separate Allotments to each Regional Branch in the Office of Reports and Estimates and the distribution of salary checks and the handling of Time and Attendance Reports on the same basis.

2. Effective for the Fiscal Year beginning 1 July 1948, the Budget Division will issue individual Advices of Allotment for the several Regional Branches concerned. The [] of the Fiscal Division will, effective with the first payroll period subsequent to 1 July 1948, prepare payrolls and distribute salary checks on the basis of the Allotment breakdown. Details and mechanics pertaining to the handling of the salary checks and Time and Attendance Reports will be coordinated with the appropriate individuals in the Regional Branches through the Administrative Staff, ORE. This will include the designation of any additional Time and Attendance or Payment Clerks which may be required in order to permit the [] Fiscal Division to maintain appropriate controls and effect a proper follow-through.

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3. Should you desire further information regarding this matter, kindly contact the undersigned.

E. R. SAUNDERS

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cc: Mr. []
Chief, Fiscal Div. ✓
Chief, Budget Division
KSW/dhl

Document No.	003
By: []	✓
Date: 2 May 1948	By: []

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Hall